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ABSTRACT

A pilot survey was conducted of employers of 300 former students trained in preparatory career education programs in Iowa. The completed questionnaires were analyzed by education program, school, and merged area. The data from the survey indicated that employers were generally pleased with the abilities of the employees when first hired. Over two-thirds of the employees were evaluated to have "very good" or "good" job skills and technical knowledge; however, the employers indicated that they would like these employees to have had more technical training. In addition, the data revealed that employers were generally satisfied with the quality and quantity of the employees' work. Job skills, technical knowledge, work attendance, punctuality, and compliance were perceived to be satisfactory. Employers showed concern with the employees' willingness to accept responsibility and their need for supervision. The great majority of employees were perceived to be cooperative with both co-workers and management. (A major portion of this document contains statistical tables and the measurement instrument with related correspondence.) (BM)

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ED155493

A REPORT TO THE IOWA DEPARTMENT OF PUBLIC INSTRUCTION ON EMPLOYER REACTIONS TO EMPLOYEES TRAINED IN PREPARATORY CAREER EDUCATION PROGRAMS

APRIL 1977

BEST COPY AVAILABLE

Prepared by

Research Services Department
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Iowa City, Iowa

OE 017 225

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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I. INTRODUCTION

A. Background

In the past, very little information has been available from employers regarding the background and job performance of former students of preparatory career education programs in the technical high schools and community colleges in Iowa. This type of information could provide valuable help in revising and updating the career programs available to students.

In order to gather this needed information, the Iowa Department of Public Instruction contracted with The American College Testing Program in the Fall of 1976 to assist with the development, printing, administration, analysis, and reporting of the results for a pilot survey project. The purpose of the pilot survey was to determine if employer evaluations could be collected and analyzed in a meaningful way. Dr. Ken Wold, Chief of Support Services for the Iowa Department of Public Instruction, was appointed to coordinate the survey.

B. Procedures

In order to determine content and wording of the final instrument to be used in the pilot survey, ACT administered a preliminary version of the questionnaire to ten employers of Spring 1974 graduates of Kirkwood Community College. This questionnaire was designed to collect information regarding the training of the employee, as well as the employee's current performance. Data collected from this tryout administration were used to draft the final version of the questionnaire during December, 1976.

Working in consultation with officials from ACT, Dr. Wold and his staff finalized the format of the survey instrument. ACT then designed and printed the pilot survey instruments. Special effort was made to design the questionnaire to protect the confidentiality of the information regarding employees. A copy of the questionnaire appears in Appendix A.

The pilot survey was administered to a selected sample, developed by the Department of Public Instruction, of employers of former students of career education programs from Merged Areas IV, V, and XI. This sample was 229 employers representing 300 former preparatory career students who had left school in the Spring of 1974 and who had identified their employers as of the Spring of 1975.

ACT hired and trained experienced interviewers to administer the questionnaire to the employers. The actual survey administration took place between January 20, 1977, and March 10, 1977.

Of the 300 potential surveys, information for 252 former students was actually provided by employers. Reasons for noncompletion of the remaining 48 survey forms were as follows:

Reason	Frequency	Percent
Employer out of business and/or cannot locate responsible person	16	33.3
No record of employee having worked for employer	11	22.9
No current staff who can evaluate employee	10	20.8
Would not grant interview	2	4.2
Miscellaneous Problems	9	18.8
	48	100.0

Overall, the response rate of 84% is considered to be adequate for this pilot study. The employers, in general, were not reluctant to provide confidential information requested. Of course, the interviewers employed by ACT gave assurance that data for individual students would not be released.

The individual questionnaires were analyzed by ACT staff according to type of educational program of the employee, the institution at which the employee received training, and the merged educational area in which the employee received training. A copy of the responses to each item according to the above dimensions was mailed to the State Department in the middle of March 1977.

II. RESULTS

A. Present Status With Firm

Employers were asked to identify the present employment status of the former students included in this pilot survey. These results are shown in Table 1. In general, only 4.8% of the employees had been discharged, but a rather large percentage (42.9%) had left their original employer voluntarily. The programs in which the greatest job stability had occurred were Agriculture and Office Occupations.

B. Characteristics of Employees When First Hired

It is important that the State Department has information related to the preparation students receive in career education programs. Section C of the survey questionnaire was designed to collect such information. The first question (Item 1) asked employers for reactions to the job skills possessed by employees when first hired.

The responses to this question, shown in Table 2, reveal that about 69% of the employees in the sample had at least "good" skills in the areas of producing, servicing, or repairing activities. Approximately 29% of the employees had "fair" or "poor" job skills when they first started the job. Employees who had been trained in Trade and Industrial fields tended to be less well prepared than in other fields.

In addition to the employee's entry-level job skills, the survey asked for an evaluation of entry-level technical knowledge. These results, shown in Table 3, indicate that about two-thirds (65.6%) of the students in the sample had either "good" or "very good" technical skills. Again, the students trained in the Trade and Industrial Occupations were somewhat less prepared than students in the other program areas.

The employers were asked (Item 3) to list additional job skills and technical knowledge that would have been desirable for the employee to possess when first hired. A total of 107 comments were offered by employers. These data, shown in Table 4, indicate that the greatest need seems to be for better technical training. The second most frequent recommendation was for better academic training. General comments that could not be coded appear for each program area and for each school in Appendix B.

The evaluation of the employee's basic skills is reported in Table 5. Employers tended to be very satisfied with the abilities of the employees, trained in career education, to read, communicate, and perform computations. Nearly 80% of the employees were judged to have "good" or "very good" basic skills.

In summary, the employers indicated that the general or basic education of the career education students was good. However, the employers tended to be a little less satisfied with the technical

training and job skills abilities of selected employees when they were first hired.

C. Characteristics of Employees at the Present Time

Items 5-17 of Section C of the survey questionnaire asked the employers to evaluate the current abilities and activities of employees in the sample. If a particular employee had terminated prior to the survey, the employer was asked to evaluate the employee's abilities and activities prior to leaving the firm.

The evaluation of the quality of the employee's work (Item 5) is reported in Table 6. Over 80% of the employees were judged to produce "good" or "very good" work.

The evaluation of the quantity of the employee's work is given in Table 7. Overall, 73.8% of the employees were judged to produce a "good" or "very good" quantity of work. About 43.7% of the employees in Trade and Industrial Occupations were considered to produce a "fair" or "poor" quantity of work. Employers of students trained in Merged Area V were significantly more satisfied with the quantity of work of their employees than was true of employers from the other two merged areas.

The employees' current job skills (Item 7) were evaluated and are reported in Table 8. The responses of Table 2 provide an evaluation of the employees' job skills when first hired. At the time the students were hired only 69.1% were perceived to have "good" or "very good" job skills. In contrast, after working on the job for a period of time, 80.2% of the students were perceived to have "good" or "very good" job skills. Apparently, employers feel that on-the-job experience provides valuable

assistance in developing good job skills, and, therefore, they are satisfied with the abilities of the employees.

Employers were also asked to evaluate the employees' current technical knowledge (Item 8), as well as the technical knowledge when hired (Item 2). At the time employees were hired 65.6% were thought to have "good" or "very good" technical knowledge. But after working for a time, a total of 76.6% (see Table 9) were rated to have "good" or "very good" technical knowledge. Again, it seems that employers feel that a fair amount of technical knowledge is acquired on the job. Employees from Distributive Education and Health Education programs were perceived to have better technical knowledge that the employees included in the sample from the other educational programs.

The employees also were evaluated on work attendance. The results shown in Table 10 indicate good overall work attendance. Only 15.7% of the employees were perceived to have "fair" or "poor" attendance habits. Employees from the Health Educations were perceived to have significantly weaker work attendance habits than the other occupations. A total of 23.5% of the Health Education students were evaluated to have "fair" or "poor" work attendance patterns. (This may be due to the contact with patients who are ill and infect the employees.)

The employees were generally judged to be punctual in their work habits. The responses to Item 10 are shown in Table 11. The data indicate that 85.4% of the employees were judged to be "good" or "very good" in punctuality. Employees in the Health Education, Office Occupations, and Trade and Industrial Occupations programs were less punctual than employees in other occupations.

Item 11 of the questionnaire asked employers to evaluate the employees' compliance with company policies, rules, and practices. The

data shown in Table 12 indicate the 82.1% of the employees were judged to be "good" or "very good" in their behavior toward policies, rules, and practices.

In Item 12 employers were asked to evaluate the employees' willingness to accept responsibility. The results shown in Table 13 indicate that just over 69% of the employees indicate such a willingness. Employees in Distributive Education were much more willing to accept responsibility than employees in other programs.

The data in Table 14 indicate that only 66% of the employees were perceived to be able to work with minimal supervision. Again, a greater percentage of employees in Office Occupations and Trade and Industrial Occupations were considered to need supervision than was true in the other program areas.

The employees also were evaluated with regard to their cooperation with co-workers. These results (Item 14) are shown in Table 15. In general, 85.1% of the employees were considered "good" or "very good" in their cooperation with other employees. A significantly greater percentage of employees from Agriculture were viewed as uncooperative than was true of the other program fields.

Almost 80% of the employees in the sample were perceived as being cooperative with management. These results are shown in Table 16. The employees in Trade and Industrial Occupations and Agriculture were viewed as being somewhat less cooperative than employees from other program fields.

Tables 17A, 17B, 18A, and 18B tally the coded open-ended responses to Items 16 and 17 of the questionnaire. These two items asked the employers to report specific strengths, weaknesses, and other comments

regarding the employees in the sample. Tables 17 and 18 do not include general comments that did not apply to a specific employee. In general, the employers did not seem to be disappointed with the social, communicative, computational, or reading skills of this sample of employees trained in career education programs.

III. SUMMARY AND RECOMMENDATIONS

During 1976, the State Department of Public Instruction appointed Dr. Kenneth Wold to coordinate a pilot survey of employers of former students trained in preparatory career education programs in Areas IV, V, and XI of the State of Iowa. The Department of Public Instruction awarded a contract to the American College Testing Program to collect and report the results of this pilot survey. The actual administration of the survey interviews occurred from January 20, 1977, to March 10, 1977.

Data were collected for 252 of the 300 identified students. This represents a collection rate of 84%. The most popular reason for not being able to collect employer evaluations were:

A. Employer out-of-business and/or cannot locate responsible person

B. No record of employee having worked for employer.

If a statewide survey of employers of career education graduates were conducted, it is anticipated that data for about 84% of the graduates could be collected. This response rate may be higher if the survey is conducted within six months to a year after the names of employers are provided by former students.

The completed questionnaires were analyzed by education program, school, and merged area. In addition, analyses were reported by educational taxonomy number within each school and are provided in Appendix D.

A total of 47.6% of the employees were still working for the same employer in the Winter of 1976 as they had earlier identified as their employer in the Spring of 1975. Only 4.8% of the employees had been discharged. A large percentage of the employees had quit voluntarily. Again, if a statewide survey were to be administered shortly after the names of employers are provided by former students, the percentage of students still employed by the same firm would be considerably greater than 47.6%.

The data from the pilot survey indicate that employers were generally pleased with the abilities of the employees when first hired. Over two-thirds of the employees were evaluated to have "very good" or "good" job skills and technical knowledge. However, several comments made by employers for Item 3 indicated that they would like these employees to have had more technical training.

The survey questionnaire was also designed to ask for employer evaluations of current characteristics of the employees. The data indicated that employers were generally satisfied with the quality and quantity of the employees' work. Job skills, technical knowledge, work attendance, punctuality, and compliance were also perceived to be satisfactory. Employers showed concern with employees' willingness to accept responsibility and their need for supervision. The great majority of employees were perceived to be cooperative with both co-workers and management.

ACT believes that the items included in the survey were easily understood by the employers. In general, the employers had little or no difficulty in completing the survey. However, it is recommended that the statewide survey be redesigned so that Questions 3, 16, and 17 of

Section C be worded so that they are not open-ended. The response options for Questions 16 and 17 of the pilot survey were coded and are shown in Tables 17A, 17B, 18A, and 18B. General comments that could not be coded are given in Appendix B.

The pilot survey instrument did not include the employee's name; rather, a student ID number was coded on the survey questionnaire. ACT did not encounter any employer concern about treatment of the data in a confidential manner. ACT found it difficult in the administration process to exclude the employee's name on the instrument. Since employers showed no concern, it is recommended that employee's name be included on the instrument used for the statewide survey.

The pilot survey instrument asked for job title of the employee. ACT found some of these titles difficult to categorize and code. Therefore, it is recommended that the statewide survey request "job description" in addition to "job title" if the field is to be coded. It would also be helpful to have a short description of the employer's business. This may be helpful in assigning proper job title codes.

Overall, the survey was administered and analyzed according to plan. If a statewide survey is conducted, similar procedures could be followed to collect and analyze the data.

SUMMARY TABLES

TABLE 1

EMPLOYEE'S PRESENT STATUS WITH FIRM

Classification	N-cnt	Responses (In Percent) Currently Employed	Discharged	Quit Voluntarily	Other
Program					
Agriculture	12	58.3	16.7	25.0	--
Distributive Education	24	41.7	--	54.2	4.2
Health Education	62	40.3	6.5	51.6	1.6
Office Occupations	74	58.1	1.4	35.1	5.4
Technical Education	2	50.0	--	50.0	--
Trade and Industrial Occupations	77	42.9	6.5	42.9	7.8
School					
N.W. Iowa Tech College	20	60.0	10.0	30.0	--
West Lyon Comm. Sch.	1	100.0	--	--	--
Iowa Central Comm. College	45	48.9	4.4	37.8	8.9
Ft. Dodge Comm. Sch.	7	42.9	--	57.1	--
D.M. Area Comm. College	141	47.5	4.3	44.0	4.3
D.M. Tech High Sch.	27	51.9	--	40.7	7.4
Perry Comm. Sch. Dist.	11	9.1	18.2	72.7	--
Merged Area					
Area (IV)	21	61.9	9.5	28.6	--
Area (V)	52	48.1	3.8	40.4	7.7
Area (XI)	179	45.8	4.5	45.3	4.5
Total	252	47.6	4.8	42.9	4.8

TABLE 2

ITEM 1: EMPLOYEE'S JOB SKILLS WHEN FIRST HIRED

Job Skills - What worker must do (involves producing, servicing, or repairing activities).

Classification	N-cnt	Responses (In Percent) Very Good	Good	Fair	Poor	Not Applicable
Program						
Agriculture	12	16.7	58.3	16.7	--	8.3
Distributive Education	24	25.0	54.2	20.8	--	--
Health Education	61	18.0	59.0	21.3	1.6	--
Office Occupations	73	21.9	52.1	20.5	4.1	1.4
Technical Education	1	--	100.0	--	--	--
Trade and Industrial Occupations	77	10.4	42.9	36.4	7.8	2.6
School						
N.W. Iowa Tech College	20	25.0	50.0	10.0	10.0	5.0
West Lyon Comm. Sch.	1	--	--	100.0	--	--
Iowa Central Comm. College	44	20.5	50.0	27.3	2.3	--
Ft. Dodge Comm. Sch.	7	14.3	42.9	28.6	14.3	--
D.M. Area Comm. College	139	18.0	53.2	24.5	2.2	2.2
D.M. Tech High Sch.	27	7.4	59.3	33.3	--	--
Perry Comm. Sch. Dist.	11	9.1	36.4	27.3	27.3	--
Merged Area						
Area (IV)	21	23.8	47.6	14.3	9.5	4.8
Area (V)	51	19.6	49.0	27.5	3.9	--
Area (XI)	177	15.8	53.1	26.0	3.4	1.7
Total	249	17.3	51.8	25.3	4.0	1.6

TABLE 3

ITEM 2: EMPLOYEE'S TECHNICAL KNOWLEDGE WHEN FIRST HIRED

Technical Knowledge - What worker must know (information necessary to form judgments in doing work).

Classification	N-cnt	Responses (In Percent) Very Good	Good	Fair	Poor	Not Applicable
Program						
Agriculture	12	25.0	41.7	33.3	--	--
Distributive Education	24	16.7	45.8	37.5	--	--
Health Education	62	17.7	61.3	19.4	1.6	--
Office Occupations	73	6.8	58.9	31.5	1.4	1.4
Technical Education	1	100.0	--	--	--	--
Trade and Industrial Occupations	77	13.0	41.6	32.5	10.4	2.6
School						
N.W. Iowa Tech College	20	10.0	65.0	15.0	5.0	5.0
West Lyon Comm. Sch.	1	--	--	100.0	--	--
Iowa Central Comm. College	44	9.1	56.8	29.5	4.5	--
Ft. Dodge Comm. Sch.	7	--	42.9	42.9	14.3	--
D.M. Area Comm. College	140	19.3	49.3	28.6	1.4	1.4
D.M. Tech High Sch.	27	--	59.3	37.0	3.7	--
Perry Comm. Sch. Dist.	11	9.1	36.4	27.3	27.3	--
Merged Area						
Area (IV)	21	9.5	61.9	19.0	4.8	4.8
Area (V)	51	7.8	54.9	31.4	5.9	0.0
Area (XI)	178	15.7	50.0	29.8	3.4	1.1
Total	250	13.6	52.0	29.2	4.0	1.2

TABLE 4

ITEM 3: EMPLOYEE'S NEEDED SKILLS AND TECHNICAL KNOWLEDGE

List any additional job skills and technical knowledge you feel were needed by employee when hired.

Classification	N-cnt	Academic Training	Technical Training	Work Experience	Better Equipment	Social Contact	Other Need
Program							
Agriculture	8	25.0	50.0	12.5	--	12.5	--
Distributive Education	11	27.3	54.5	--	9.1	9.1	--
Health Education	20	45.0	35.0	10.0	--	10.0	--
Office Occupations	35	17.1	42.9	11.4	--	17.1	11.4
Technical Education	1	--	100.0	--	--	--	--
Trade and Industrial Occupations	31	9.7	38.7	29.0	--	12.9	9.7
School							
N.W. Iowa Tech College	9	11.1	44.4	11.1	--	33.3	--
West Lyon Comm. Sch.	--	--	--	--	--	--	--
Iowa Central Comm. College	--	--	--	--	--	--	--
Ft. Dodge Comm. Sch.	--	--	--	--	--	--	--
D.M. Area Comm. College	--	--	--	--	--	--	--
D.M. Tech High Sch.	--	--	--	--	--	--	--
Perry Comm. Sch. Dist.	1	100.0	--	--	--	--	--
Merged Area							
Area (IV)	9	11.1	44.4	11.1	--	33.3	--
Area (V)	24	16.7	33.3	16.7	4.2	25.0	4.2
Area (XI)	74	24.3	44.6	14.9	--	8.1	8.1
Total	107	21.5	42.1	15.0	1.0	14.0	6.5

TABLE 5

ITEM 4: EMPLOYEE'S BASIC SKILLS

Degree to which employee possessed basic reading, verbal, and computational skills.

Classification	N-cnt	Responses (In Percent) Very Good	Good	Fair	Poor	Not Applicab
Program						
Agriculture	12	16.7	83.3	--	--	--
Distributive Education	24	33.3	58.3	8.3	--	--
Health Education	62	29.0	61.3	9.7	--	--
Office Occupations	72	26.4	51.4	22.2	--	--
Technical Education	1	100.0	--	--	--	--
Trade and Industrial Occupations	77	20.8	44.2	33.8	--	1.3
School						
N.W. Iowa Tech College	20	20.0	60.0	20.0	--	--
West Lyon Comm. Sch.	1	--	100.0	--	--	--
Iowa Central Comm. College	44	31.8	56.8	11.4	--	--
Ft. Dodge Comm. Sch.	7	14.3	71.4	14.3	--	--
D.M. Area Comm. College	140	29.3	51.4	19.3	--	--
D.M. Tech High Sch.	26	7.7	53.8	34.6	--	3.8
Perry Comm. Sch. Dist.	11	18.2	45.5	36.4	--	--
Merged Area						
Area (IV)	21	19.0	61.9	19.0	--	--
Area (V)	51	29.4	58.8	11.8	--	--
Area (XI)	177	25.4	51.4	22.6	--	0.0
Total	249	25.7	53.8	20.1	--	0.4

TABLE 6

ITEM 5: EMPLOYEE'S QUALITY OF WORK

Quality of employee's work.

Classification	N-cnt	Responses (In Percent) Very Good	Good	Fair	Poor	Not Applicab
Program						
Agriculture	12	25.0	50.0	25.0	--	--
Distributive Education	22	40.9	45.5	13.6	--	--
Health Education	51	35.3	52.9	7.8	3.9	--
Office Occupations	71	29.6	54.9	12.7	2.8	--
Technical Education	1	100.0	--	--	--	--
Trade and Industrial Occupations	71	32.4	39.4	22.5	5.6	--
School						
N.W. Iowa Tech College	20	30.0	35.0	20.0	15.0	--
West Lyon Comm. Sch.	1	--	--	100.0	--	--
Iowa Central Comm. College	44	45.5	47.7	2.3	4.5	--
Ft. Dodge Comm. Sch.	7	14.3	71.4	14.3	--	--
D.M. Area Comm. College	121	33.1	48.8	15.7	2.5	--
D.M. Tech High Sch.	25	20.0	60.0	20.0	--	--
Perry Comm. Sch. Dist.	11	36.4	27.3	36.4	--	--
Merged Area						
Area (IV)	21	28.6	33.3	23.8	14.3	--
Area (V)	51	41.2	51.0	3.9	3.9	--
Area (XI)	157	31.2	49.0	17.8	1.9	--
Total	229	33.2	48.0	15.3	3.5	--

TABLE 7

ITEM 6: EMPLOYEE'S QUANTITY OF WORK

Quantity of Employee's work.

Classification	N-cnt	Responses (In Percent) Very Good	Good	Fair	Poor	Not Applicable
Program						
Agriculture	12	33.3	50.0	16.7	--	--
Distributive Education	22	45.5	40.9	4.5	9.1	--
Health Education	51	33.3	47.1	15.7	3.9	--
Office Occupations	71	29.6	50.7	14.1	5.6	--
Technical Education	1	100.0	--	--	--	--
Trade and Industrial Occupations	71	16.9	39.4	35.2	8.5	--
School						
N.W. Iowa Tech College	20	20.0	60.0	5.0	15.0	--
West Lyon Comm. Sch.	1	--	--	100.0	--	--
Iowa Central Comm. College	44	40.9	43.2	13.6	2.3	--
Ft. Dodge Comm. Sch.	7	14.3	57.1	14.3	14.3	--
D.M. Area Comm. College	121	28.1	43.8	20.7	7.4	--
D.M. Tech High Sch.	25	24.0	52.0	24.0	--	--
Perry Comm. Sch. Dist.	11	27.3	18.2	54.5	--	--
Merged Area						
Area (IV)	21	19.0	57.1	9.5	14.3	--
Area (V)	51	37.3	45.1	13.7	3.9	--
Area (XI)	157	27.4	43.3	23.6	5.7	--
Total	229	28.8	45.0	20.1	6.1	--

TABLE 8

ITEM 7: EMPLOYEE'S CURRENT JOB SKILLS

Job Skills - What worker must do (involves producing, servicing, or repairing activities).

Classification	N-cnt	Responses (In Percent) Very Good	Good	Fair	Poor	Not Applicable
Program						
Agriculture	12	33.3	41.7	25.0	--	--
Distributive Education	22	36.4	50.0	13.6	--	--
Health Education	51	31.4	54.9	11.8	2.0	--
Office Occupations	70	22.9	57.1	15.7	2.9	1.4
Technical Education	1	100.0	--	--	--	--
Trade and Industrial Occupations	71	19.7	54.9	21.1	4.2	--
School						
N.W. Iowa Tech College	20	10.0	60.0	15.0	10.0	5.0
West Lyon Comm. Sch.	1	--	--	100.0	--	--
Iowa Central Comm. College	44	40.9	38.6	15.9	4.5	--
Ft. Dodge Comm. Sch.	7	14.3	71.4	14.3	--	--
D.M. Area Comm. College	121	26.4	53.7	18.2	1.7	--
D.M. Tech High Sch.	24	16.7	70.8	12.5	--	--
Perry Comm. Sch. Dist.	11	27.3	63.6	9.1	--	--
Merged Area						
Area (IV)	21	9.5	57.1	19.0	9.5	4.8
Area (V)	51	37.3	43.1	15.7	3.9	--
Area (XI)	156	25.0	57.1	16.7	1.3	--
Total	228	26.3	53.9	16.7	2.6	0.4

TABLE 9

ITEM 8: EMPLOYEE'S CURRENT TECHNICAL KNOWLEDGE

Technical Knowledge - What worker must know (information necessary to form judgments in doing the work)

Classification	N-cnt	Responses (In Percent) Very Good	Good	Fair	Poor	Not Applicable
Program						
Agriculture	12	8.3	66.7	25.0	--	--
Distributive Education	21	14.3	71.4	9.5	4.8	--
Health Education	50	34.0	50.0	14.0	2.0	--
Office Occupations	71	21.1	52.1	23.9	2.8	--
Technical Education	1	100.0	--	--	--	--
Trade and Industrial Occupations	70	18.6	52.9	24.3	4.3	--
School						
N.W. Iowa Tech College	20	10.0	60.0	25.0	5.0	--
West Lyon Comm. Sch.	1	--	--	100.0	--	--
Iowa Central Comm. College	43	30.2	55.8	9.3	4.7	--
Ft. Dodge Comm. Sch.	6	--	83.3	16.7	--	--
D.M. Area Comm. College	121	24.0	50.4	22.3	3.3	--
D.M. Tech High Sch.	24	16.7	58.3	25.0	--	--
Perry Comm. Sch. Dist.	11	27.3	54.5	18.2	--	--
Merged Area						
Area (IV)	21	9.5	57.1	28.6	4.8	--
Area (V)	49	26.5	59.2	10.2	4.1	--
Area (XI)	156	23.1	51.9	22.4	2.6	--
Total	226	22.6	54.0	20.4	3.1	--

TABLE 10

ITEM 9: EMPLOYEE'S WORK ATTENDANCE

Work Attendance

Classification	N-cnt	Responses (In Percent) Very Good	Good	Fair	Poor	Not Applicab
Program						
Agriculture	12	50.0	41.7	8.3	--	--
Distributive Education	22	54.5	40.9	4.5	--	--
Health Education	51	37.3	37.3	17.6	5.9	2.0
Office Occupations	71	52.1	29.6	9.9	7.0	1.4
Technical Education	1	100.0	--	--	--	--
Trade and Industrial Occupations	71	50.7	35.2	8.5	5.6	--
School						
N.W. Iowa Tech College	20	65.0	35.0	--	--	--
West Lyon Comm. Sch.	1	--	100.0	--	--	--
Iowa Central Comm. College	44	59.1	25.0	9.1	4.5	2.3
Ft. Dodge Comm. Sch.	7	42.9	42.9	--	14.3	--
D.M. Area Comm. College	121	44.6	38.0	11.6	5.0	0.8
D.M. Tech High Sch.	25	40.0	40.0	16.0	4.0	--
Perry Comm. Sch. Dist.	11	54.5	9.1	18.2	18.2	--
Merged Area						
Area (IV)	21	61.9	38.1	--	--	--
Area (V)	51	56.9	27.5	7.8	5.9	2.0
Area (XI)	157	44.6	36.3	12.7	5.7	0.6
Total	228	48.7	34.5	10.5	5.2	0.9

TABLE 11

ITEM 10: EMPLOYEE'S PUNCTUALITY

Punctuality

Classification	N-cnt	Responses (In Percent) Very Good	Good	Fair	Poor	Not Applica
Program						
Agriculture	12	33.3	58.3	8.3	--	--
Distributive Education	22	59.1	40.9	--	--	--
Health Education	51	37.3	45.1	11.8	5.9	--
Office Occupations	69	58.0	26.1	8.7	7.2	--
Technical Education	1	100.0	--	--	--	--
Trade and Industrial Occupations	71	43.7	39.4	11.3	5.6	--
School						
N.W. Iowa Tech College	20	60.0	35.0	5.0	--	--
West Lyon Comm. Sch.	1	--	100.0	--	--	--
Iowa Central Comm. College	44	52.3	34.1	9.1	4.5	--
Ft. Dodge Comm. Sch.	7	42.9	42.9	14.3	--	--
D.M. Area Comm. College	120	45.8	38.3	10.8	5.0	--
D.M. Tech High Sch.	24	45.8	41.7	8.3	4.2	--
Perry Comm. Sch. Dist.	11	45.5	27.3	--	27.3	--
Merged Area						
Area (IV)	21	57.1	38.1	4.8	--	--
Area (V)	51	51.0	35.3	9.8	3.9	--
Area (XI)	155	45.8	38.1	9.7	6.5	--
Total	227	48.0	37.4	9.3	5.3	--

TABLE 12

ITEM 11: EMPLOYEE'S COMPLIANCE

Compliance with other company policies, rules, and practices.

Classification	N-cnt	Responses (In Percent) Very Good	Good	Fair	Poor	Not Applicab
Program						
Agriculture	12	33.3	41.7	25.0	--	--
Distributive Education	22	54.5	40.9	4.5	--	--
Health Education	51	39.2	43.1	13.7	2.0	2.0
Office Occupations	71	47.9	36.6	12.7	2.8	--
Technical Education	1	100.0	--	--	--	--
Trade and Industrial Occupations	70	32.9	42.9	17.1	7.1	--
School						
N.W. Iowa Tech College	20	50.0	35.0	10.0	5.0	--
West Lyon Comm. Sch.	1	--	--	100.0	--	--
Iowa Central Comm. College	43	46.5	41.9	7.0	4.7	--
Ft. Dodge Comm. Sch.	7	28.6	57.1	14.3	--	--
D.M. Area Comm. College	121	40.5	39.7	16.5	2.5	0.8
D.M. Tech High Sch.	25	36.0	44.0	16.0	4.0	--
Perry Comm. Sch. Dist.	11	45.5	36.4	9.1	9.1	--
Merged Area						
Area (IV)	21	47.6	33.3	14.3	4.8	--
Area (V)	50	44.0	44.0	8.0	4.0	--
Area (XI)	157	40.1	40.1	15.9	3.2	0.6
Total	228	41.7	40.4	14.0	3.5	0.4

TABLE 13

ITEM 12: EMPLOYEE'S WILLINGNESS TO ACCEPT RESPONSIBILITY

Willingness to accept responsibility.

Classification	N-cnt	Responses (In Percent) Very Good	Good	Fair	Poor	Not Applicab
Program						
Agriculture	12	41.7	33.3	16.7	8.3	--
Distributive Education	22	40.9	54.5	4.5	--	--
Health Education	51	39.2	39.2	17.6	3.9	--
Office Occupations	71	45.1	22.5	28.2	4.2	--
Technical Education	1	100.0	--	--	--	--
Trade and Industrial Occupations	71	23.9	31.0	33.8	11.3	--
School						
N.W. Iowa Tech College	20	40.0	30.0	25.0	5.0	--
West Lyon Comm. Sch.	1	--	--	--	100.0	--
Iowa Central Comm. College	44	52.3	25.0	20.5	2.3	--
Ft. Dodge Comm. Sch.	7	28.6	57.1	--	14.3	--
D.M. Area Comm. College	121	32.2	33.9	27.3	6.6	--
D.M. Tech High Sch.	25	40.0	36.0	16.0	8.0	--
Perry Comm. Sch. Dist.	11	27.3	27.3	45.5	--	--
Merged Area						
Area (IV)	21	38.1	28.6	23.8	9.5	--
Area (V)	51	49.0	29.4	17.6	3.9	--
Area (XI)	157	33.1	33.8	26.8	6.4	--
Total	229	37.1	32.3	24.5	6.1	--

TABLE 14

ITEM 13: EMPLOYEE'S ABILITY TO WORK WITH MINIMAL SUPERVISION

Ability to work with minimal supervision.

Classification	N-cnt	Responses (In Percent) Very Good	Good	Fair	Poor	Not Applicable
Program						
Agriculture	12	8.3	66.7	16.7	8.3	--
Distributive Education	22	45.5	36.4	18.2	--	--
Health Education	50	32.0	40.0	20.0	4.0	4.0
Office Occupations	69	31.9	33.3	23.2	11.6	--
Technical Education	1	--	100.0	--	--	--
Trade and Industrial Occupations	71	21.1	33.8	26.8	18.3	--
School						
N.W. Iowa Tech College	20	25.0	35.0	15.0	25.0	--
West Lyon Comm. Sch.	1	--	--	--	100.0	--
Iowa Central Comm. College	44	40.9	31.8	20.5	6.8	--
Ft. Dodge Comm. Sch.	7	14.3	57.1	14.3	14.3	--
D.M. Area Comm. College	118	28.8	35.6	25.4	8.5	1.7
D.M. Tech High Sch.	25	20.0	56.0	12.0	12.0	--
Perry Comm. Sch. Dist.	11	18.2	27.3	45.5	9.1	--
Merged Area						
Area (IV)	21	23.8	33.3	14.3	28.6	--
Area (V)	51	37.3	35.3	19.6	7.8	--
Area (XI)	154	26.6	38.3	24.7	9.1	1.3
Total	226	28.8	37.2	22.6	10.6	0.9

TABLE 15

ITEM 14: EMPLOYEE'S COOPERATION WITH CO-WORKERS

Cooperation with co-workers.

Classification	N-cnt	Responses (In Percent) Very Good	Good	Fair	Poor	Not Applicab
Program						
Agriculture	12	33.3	41.7	25.0	--	--
Distributive Education	22	45.5	40.9	9.1	4.5	--
Health Education	51	37.3	51.0	5.9	3.9	2.0
Office Occupations	71	42.3	43.7	9.9	4.2	--
Technical Education	1	100.0	--	--	--	--
Trade and Industrial Occupations	71	32.4	50.7	14.1	2.8	--
School						
N.W. Iowa Tech College	20	35.0	45.0	15.0	5.0	--
West Lyon Comm. Sch.	1	--	--	100.0	--	--
Iowa Central Comm. College	44	45.5	43.2	9.1	2.3	--
Ft. Dodge Comm. Sch.	7	28.6	71.4	--	--	--
D.M. Area Comm. College	121	38.8	47.1	9.1	4.1	0.8
D.M. Tech High Sch.	25	28.0	52.0	16.0	4.0	--
Perry Comm. Sch. Dist.	11	45.5	36.4	18.2	--	--
Merged Area						
Area (IV)	21	33.3	42.9	19.0	4.9	--
Area (V)	51	43.1	47.1	7.8	2.0	--
Area (XI)	157	37.6	47.1	10.8	3.8	0.6
Total	228	38.4	46.7	10.9	3.5	0.4

TABLE 16

ITEM 15: EMPLOYEE'S COOPERATION WITH MANAGEMENT

Cooperation with management.

Classification	N-cnt	Responses (In Percent) Very Good	Good	Fair	Poor	Not Applicab
Program						
Agriculture	12	41.7	33.3	25.0	--	--
Distributive Education	22	50.0	36.4	9.1	4.5	--
Health Education	51	43.1	39.2	11.8	3.9	2.0
Office Occupations	71	43.7	38.0	15.5	1.4	1.4
Technical Education	1	100.0	--	--	--	--
Trade and Industrial Occupations	71	31.0	43.7	22.5	2.8	--
School						
N.W. Iowa Tech College	20	40.0	45.0	10.0	5.0	--
West Lyon Comm. Sch.	1	--	--	100.0	--	--
Iowa Central Comm. College	44	54.5	27.3	15.9	2.3	--
Ft. Dodge Comm. Sch.	7	28.6	42.9	28.6	--	--
D.M. Area Comm. College	121	39.7	40.5	15.7	2.5	1.7
D.M. Tech High Sch.	25	28.0	52.0	16.0	4.0	--
Perry Comm. Sch. Dist.	11	36.4	36.4	27.3	--	--
Merged Area						
Area (IV)	21	38.1	42.9	14.3	4.8	--
Area (V)	51	51.0	29.4	17.6	2.0	--
Area (XI)	157	37.6	42.0	16.6	2.5	1.3
Total	229	40.6	39.3	16.6	2.6	0.9

TABLE 17A

ITEM 16: EMPLOYEE'S TRAINING - RELATED STRENGTHS
(In Percentages)

Classification	N-cnt	Responses										
		Responsibility/ Dependability/ Accuracy	Work Habits	Technical Knowledge	Skills for Performing Job	Training Background	Social Relationships	Works to Improve Performance	Developed New Skills and/or Maturity on The Job	Ability to Apply Knowledge to New Situation	Work Experience	Organi
Program												
Agriculture	6	16.7	--	--	16.7	16.7	16.7	16.7	--	16.7	--	--
Distributive Education	12	33.3	8.3	8.3	8.3	25.0	16.7	--	--	--	--	--
Health Education	13	15.4	7.7	7.7	--	30.8	--	23.1	7.7	--	7.7	--
Office Occupations	44	13.6	6.8	6.8	38.6	18.2	2.2	2.2	2.2	4.5	2.2	2.
Technical Education	--	--	--	--	--	--	--	--	--	--	--	--
Trade and Industrial Occupations	37	8.1	2.7	8.1	10.9	40.5	2.7	2.7	8.1	5.4	2.7	--
School												
N.W. Iowa Tech College	10	30.0	10.0	10.0	30.0	20.0	--	--	--	--	--	--
West Lyon Comm. School	--	--	--	--	--	--	--	--	--	--	--	--
Iowa Central Comm. College	37	10.8	5.4	5.4	29.7	29.7	8.1	8.1	--	2.7	--	--
Ft. Dodge Comm. Sch.	3	33.3	33.3	--	--	--	--	--	--	33.3	--	--
D.M. Area Comm. College	49	12.2	4.1	6.1	20.4	30.6	2.0	6.1	6.1	6.1	4.1	2.
D.M. Tech High School	8	12.5	--	12.5	12.5	25.0	--	--	25.0	--	12.5	--
Perry Comm. Sch. Dist.	5	20.0	--	20.0	20.0	20.0	20.0	--	--	--	--	--
Merged Area												
Area (IV)	9	33.0	11.1	--	33.3	22.2	--	--	--	--	--	--
Area (V)	40	12.5	7.5	5.0	27.5	27.5	7.5	7.5	--	5.0	--	--
Area (XI)	63	12.7	3.2	9.5	19.0	28.6	3.2	4.8	7.9	4.8	4.8	1.
Total	112	14.3	5.4	7.1	23.2	27.7	4.5	5.4	4.5	4.5	2.7	0.

TABLE 17B

ITEM 16: EMPLOYEE'S TRAINING - RELATED WEAKNESSES
(In Percentages)

Classification	N-cnt	Responses										
		Responsibility/ Dependability/ Accuracy	Work Habits	Technical Knowledge	Skills for Performing Job	Training Background	Social Relationships	Works to Improve Performance	Developed New Skills and/or Maturity on The Job	Ability to Apply Knowledge to New Situation	Work Experience	Organ
Program												
Agriculture	4	50.0	--	25.0	--	25.0	--	--	--	--	--	-
Distributive Education	4	--	--	--	--	--	50.0	--	--	--	25.0	25
Health Education	10	10.0	--	20.0	10.0	--	30.0	--	--	--	10.0	20
Office Occupations	28	17.9	7.1	17.9	14.3	3.6	14.3	--	7.1	7.1	7.1	3
Technical Education	1	--	--	--	--	100.0	--	--	--	--	--	-
Trade and Industrial Occupations	31	19.4	16.1	9.7	3.2	9.7	12.9	--	6.5	6.5	9.7	6
School												
N.W. Iowa Tech College	7	14.3	14.3	57.1	14.3	--	--	--	--	--	--	-
West Lyon Comm. Sch.	--	--	--	--	--	--	--	--	--	--	--	-
Iowa Central Comm. College	13	7.7	--	--	15.4	15.4	30.8	--	--	--	15.4	15
Ft. Dodge Comm. Sch.	3	--	--	--	--	33.3	--	--	--	33.3	--	33
D.M. Area Comm. College	42	21.4	9.5	11.9	7.1	4.8	16.7	--	7.1	7.1	7.1	7
D.M. Tech High Sch.	9	11.1	--	22.2	--	11.1	22.2	--	11.1	--	22.2	-
Perry Comm. Sch. Dist.	4	50.0	50.0	--	--	--	--	--	--	--	--	-
Merged Area												
Area (IV)	7	14.3	14.3	57.1	14.3	--	--	--	--	--	--	-
Area (V)	16	6.3	--	--	12.5	18.8	25.0	--	--	6.3	12.5	18
Area (XI)	55	21.8	10.9	12.7	5.5	5.5	16.4	--	7.3	5.5	9.1	5
Total	78	17.9	9.0	14.1	7.7	7.7	16.7	--	5.1	5.1	9.0	7

TABLE 18A

ITEM 17: OTHER COMMENTS - STRENGTHS OF EMPLOYEES
(In Percentages)

Classification	N-cnt	Responses: Responsibility/ Dependability/ Accuracy	Work Habits	Technical Knowledge	Skills for Performing Job	Training Background	Social Relationships	Works to Improve Performance	Developed New Skills and/or Maturity on The Job	Ability to Apply Knowledge to New Situation	Work Experience	Organi
Program												
Agriculture	3	33.3	--	--	--	66.6	--	--	--	--	--	--
Distributive Education	16	18.8	12.5	--	6.3	--	12.5	12.5	37.5	--	--	--
Health Education	20	20.0	20.0	--	15.0	10.0	10.0	--	25.0	--	--	10.0
Office Occupations	46	28.3	10.9	2.2	10.9	17.4	8.7	4.3	10.9	2.2	4.3	--
Technical Education	2	50.0	50.0	--	--	--	--	--	--	--	--	--
Trade and Industrial Occupations	20	20.0	10.0	15.0	5.0	30.0	--	5.0	15.0	--	--	--
School												
N.W. Iowa Tech College	9	44.4	33.3	--	11.1	11.1	--	--	--	--	--	--
West Lyon Comm. Sch.	--	--	--	--	--	--	--	--	--	--	--	--
Iowa Central Comm. College	45	22.2	8.9	--	6.7	22.2	8.9	6.7	20.0	2.2	2.2	--
Ft. Dodge Comm. Sch.	2	50.0	50.0	--	--	--	--	--	--	--	--	--
D.M. Area Comm. College	40	22.5	15.0	5.0	15.0	7.5	7.5	5.0	20.0	--	--	2.5
D.M. Tech High Sch.	9	22.2	--	11.1	--	44.4	--	--	11.1	--	11.1	--
Perry Comm. Sch. Dist.	2	--	--	50.0	--	--	--	--	50.0	--	--	--
Merged Area												
Area (IV)	9	44.4	33.3	--	11.1	11.1	--	--	--	--	--	--
Area (V)	47	23.4	10.6	--	6.4	21.3	8.5	6.4	19.1	2.1	2.1	--
Area (XI)	51	21.6	11.8	7.8	11.8	13.7	5.9	3.9	19.6	--	2.0	2.0

TABLE 18B

ITEM 17: OTHER COMMENTS - WEAKNESSES OF EMPLOYEES

(In Percentages)

Classification	N-cnt	Responses										
		Responsibility/ Dependability/ Accuracy	Work Habits	Technical Knowledge	Skills for Performing Job	Training Background	Social Relationships	Works to Improve Performance	Developed New Skills and/or Maturity on The Job	Ability to Apply Knowledge to New Situation	Work Experience	Organi
Program												
Agriculture	--	--	--	--	--	--	--	--	--	--	--	--
Distributive Education	2	50.0	--	--	--	--	--	--	50.0	--	--	--
Health Education	7	28.6	14.3	14.3	14.3	--	28.6	--	--	--	--	--
Office Occupations	19	--	21.1	26.3	5.3	--	21.1	10.5	5.3	5.3	--	5
Technical Education	--	--	--	--	--	--	--	--	--	--	--	--
Trade and Industrial Occupations	15	20.0	13.3	13.3	13.3	13.3	6.7	6.7	--	6.7	6.7	--
School												
N.W. Iowa Tech College	12	8.3	16.7	16.7	8.3	8.3	25.0	8.3	--	--	8.3	--
West Lyon Comm. Sch.	--	--	--	--	--	--	--	--	--	--	--	--
Iowa Central Comm. Coll.	6	33.3	16.7	16.7	--	--	16.7	--	--	16.7	--	--
Ft. Dodge Comm. Sch.	1	--	--	--	--	--	--	--	100.0	--	--	--
N.H. Area Comm. College	22	13.6	13.6	22.7	9.1	4.5	13.6	9.1	4.5	4.5	--	4
N.H. Tech High Sch.	2	--	50.0	--	50.0	--	--	--	--	--	--	--
Perry Comm. Sch. Dist.	--	--	--	--	--	--	--	--	--	--	--	--
Merged Area												
Area (IV)	12	8.3	16.7	16.7	8.3	8.3	25.0	8.3	--	--	8.3	--
Area (V)	7	28.6	14.3	14.3	--	--	14.3	--	14.3	14.3	--	--
Area (XI)	24	12.5	16.7	20.8	12.5	4.2	12.5	8.3	4.2	4.2	--	4
Total	43	14.0	16.3	18.6	9.3	4.7	16.3	7.0	4.7	4.7	2.3	2

APPENDICES

APPENDIX A: Iowa Employers Survey Questionnaire

APPENDIX C: Iowa Employers Survey Letters

APPENDIX D: List of Taxonomy Codes and Related Programs Used In the Employers Survey

APPENDIX A

IOWA EMPLOYERS SURVEY QUESTIONNAIRE

Iowa Employers Survey
Questionnaire

WINTER 1976-77

To the Employer:

The Iowa Department of Public Instruction is interested in obtaining your evaluation of employees who received vocational/technical training at selected high schools and area community colleges. This questionnaire is designed to collect an evaluation of the employee when hired and a current evaluation.

Your responses will be combined with responses from other employers to report the results. Information regarding any single employee will not be identified in any way.

Thank you for your cooperation.

Keypunching Instructions

Card 1
1
(Punch a 1)

Interviewer's Name _____

2-15

STUDENT ID | COUNTY (School) | DISTRICT (School) | SCHOOL

16-31

TAXONOMY NUMBER | LEVEL | TYPE | S.E. | O & P

A. EMPLOYEE INFORMATION

32-46 1. Training program in school _____

2. Job title

47-55 a. When hired _____

56-64 b. Current _____

65-66 3. Length of employment with your firm (in months) _____

4. Present status with your firm (circle the appropriate letter)

a. Currently employed
b. Discharged
67 c. Quit voluntarily
d. Other _____

B. EMPLOYER INFORMATION

68-71 1. Name of organization _____

Address _____

Person interviewed _____ Title _____

Phone no. _____ Date & time of interview _____

72-76 2. Number of permanent, full-time employees on payroll _____

77-80
(Blank)

C. EMPLOYEE EVALUATION

Card 2
1
(Punch a 2)

In comparison to others in the employee's work group, how would you rate the employee on each of the following characteristics? Circle the letter indicating the degree to which the employee possessed the following competencies and characteristics necessary to function adequately *when hired for the job.*

2-5
(Student ID)

	Very Good	Good	Fair	Poor	Not Applicable
6 1. Job skills—what worker must do (involves producing, servicing, or repairing activities)	a	b	c	d	e
7 2. Technical knowledge—what worker must know (information necessary to form judgments in doing the work)	a	b	c	d	e

8-11 3. List any additional job skills and technical knowledge you feel were needed by this employee when hired. _____

_____

		Very Good	Good	Fair	Poor	Not Applicable
12	4. Degree to which the employee possessed basic reading, verbal, and computational skills	a	b	c	d	e

Circle a letter in each row to indicate the degree to which the employee *currently demonstrates (or demonstrated when terminated)* the following competencies and characteristics necessary to function adequately on the job.

		Very Good	Good	Fair	Poor	Not Applicable
13	5. Quality of employee's work	a	b	c	d	e
14	6. Quantity of employee's work	a	b	c	d	e
15	7. Job skills—what worker must do (involves producing, servicing, or repairing activities)	a	b	c	d	e
16	8. Technical knowledge—what worker must know (information necessary to form judgments in doing the work)	a	b	c	d	e
17	9. Work attendance	a	b	c	d	e
18	10. Punctuality	a	b	c	d	e
19	11. Compliance with other company policies, rules, and practices	a	b	c	d	e
20	12. Willingness to accept responsibility	a	b	c	d	e
21	13. Ability to work with minimal supervision	a	b	c	d	e
22	14. Cooperation with co-workers	a	b	c	d	e
23	15. Cooperation with management	a	b	c	d	e

24-33 16. List any training-related strengths or weaknesses of this employee which now affect or have affected his or her performance.

_____

_____

_____

34-43 17. Other comments

_____

_____

_____

44-80 (Blank) _____

APPENDIX C

IOWA EMPLOYERS SURVEY LETTERS

6310-C56606-12/76

STATE OF IOWA • DEPARTMENT OF PUBLIC INSTRUCTION

GRIMES STATE OFFICE BUILDING • DES MOINES, IOWA 50319

ROBERT D. BENTON, Ed.D., STATE SUPERINTENDENT

Iowa
a place to grow

January 1977

Dear Sir:

The American College Testing Program (ACT) has been retained by the Iowa Department of Public Instruction to survey a sample of firms which employ persons who participated in vocational education programs during school year 1973-1974. Where several of these individuals have been or are employed by one firm, a sample of these workers will be included in the survey. The purpose of this study is to ascertain the strengths and weaknesses of the vocational education programs offered by selected high schools and area schools or community colleges in Iowa. This is not an attempt to evaluate individual workers.

A representative from ACT will call you in a few days to see if your organization will be able to assist us in this important project. If you can participate, the representative will need to arrange an appointment for a short interview with the supervisor of each of the employees included in the sample. The interviewer will try to arrange times that are the most convenient for your staff.

In the process of conducting the survey and reporting the findings, all effort will be made to maintain confidentiality relative to individual firms and employees included in the survey.

We shall be most appreciative if you can help with this important study.

Sincerely,

Robert D. Benton

Dr. Robert D. Benton
State Superintendent
Department of Public Instruction

James Maxey

Dr. James Maxey
Assistant Vice President
American College Testing Program

RDB/JM:lh

STATE OF IOWA • DEPARTMENT OF PUBLIC INSTRUCTION
GRIMES STATE OFFICE BUILDING • DES MOINES, IOWA 50319

ROBERT D. BENTON, Ed.D., STATE SUPERINTENDENT

Iowa
a place to grow

TO WHOM IT MAY CONCERN:

This letter is to introduce _____,
who has been employed by the American College Testing Program to administer the Iowa Department of Public Instruction "Employer's Survey."

If you should have any questions about his authority, please call Dr. James Maxey collect at (319) 356-3866.

Sincerely,

Robert D. Benton
Dr. Robert D. Benton
State Superintendent
Department of Public Instruction

James M. [illegible]
Dr. James Maxey
Assistant Vice President
American College Testing Program

RDB/JM:kmo

APPENDIX D

LIST OF TAXONOMY CODES AND
RELATED INSTRUCTION PROGRAM
USED IN EMPLOYERS SURVEY

APPENDIX D

TAXONOMY NUMBER AND PROGRAM NAME

General Category	Taxonomy No.	Iowa List/ Program Name*	Vocational Education and Occupations Book**
AGRICULTURE	01.010000	Ag. Production	Ag. Production
	01.010400	Voc. Agriculture	Farm Business Management
	01.020000	Ag. Supplies & Service	Ag. Supplies/Services
	01.030100	Ag. Power & Machinery	Ag. Power and Machinery
	01.051100	Landscape Gardening & Nursery	Not Listed
DISTRIBUTIVE EDUCATION	04.020000	Apparel & Accessories	Apparel & Accessories
	04.031000	Parts Clerk	Not Listed
	04.060000	Food Distribution	Food Distribution
	04.070000	Food Services	Food Services
	04.080000	General Merchandise	General Merchandise
	04.080100	Gen. Merchandise Spec.	Not Listed
	04.120000	Industrial Marketing	Industrial Marketing
HEALTH OCCUPATIONS EDUCATION	07.010100	Dental Assistant	Dental Assistant
	07.020000	Medical Lab. Technology	Medical Lab. Technology
	07.020300	Medical Lab. Assistant	Medical Lab. Assistant
	07.030100	Nursing, Assoc. Degree	Nursing (Assoc. Degree)
	07.030200	Practical Voc. Nursing	Practical (Voc.) Nursing
	07.030300	Nurses Aide	Nursing Assistance (Aide)
	07.030500	Surgical Technician	Surgical Technician
	07.090400	Medical Assistant	Medical Assistant
HOME ECONOMICS	09.020100	Care & Guidance of Children	Care & Guidance of Children
OFFICE OCCUPATIONS	14.010100	Accountants	Accountants
	14.010200	Bookkeeping	Bookkeepers
	14.020100	Computer & Console Opr.	Computer & Console Opr.
	14.020300	Programmers	Programmers
	14.030300	General Office Clerks	General Office Clerks
	14.070000	Secretaries	Sten.,Sec., & Related Occup.
	14.070100	Executive Secretary	Executive Secretary
	14.070200	Secretaries	Secretaries
	14.070300	Stenographers	Stenographers

* These program names were furnished by the Iowa Department of Public Instruction on the sampling list for the pilot survey.

** Name of program as listed in the Vocational Education and Occupation Book.

General Category	Taxonomy No.	Iowa List/ Program Name*	Vocational Education and Occupations Book**
TECHNICAL EDUCATION	16.010800	Electronic Technology	Electronic Technology
	"	Computer Electronics	Electronic Technology
TRADE AND INDUSTRIAL OCCUPATIONS	17.000000	Trade & Industrial Occp.	Trade & Industrial Occp.
	17.010000	Air Conditioning	Air Conditioning
	17.030100	Auto Body Repair	Body and Fender
	17.030200	Auto Mechanics	Mechanics
	17.040100	Aircraft Maintenance	Aircraft Maintenance
	17.070000	Commercial Art	Commercial Art Occupations
	17.100100	Carpentry	Carpentry
	17.100200	Electrician	Electricity
	17.100400	Masonry	Masonry
	17.100700	Plumbing	Plumbing & Pipefitting
	17.120000	Diesel Mechanics	Diesel Mechanic
	17.130100	Architectural Drafting	Not Listed
	17.130300	Mechanical Drafting	Not Listed
	17.140100	Industrial Electrician	Industrial Electrician
	17.140200	Power Lineman	Lineman
	17.150100	Electronic Comm.	Communications
	17.159900	Radio/TV Production	Electronics Occp., Other
	17.190000	Graphic Arts	Graphic Arts Occp.
	17.230200	Machine Shop	Machine Shop
	17.230500	Sheet Metal	Sheet Metal
	17.230600	Welding and Cutting	Welding and Cutting
	17.230700	Tool and Die Making	Tool and Die Making
	17.290200	Cook/Chef	Cook/Chef
	17.300000	Refrigeration	Refrigeration
	17.360100	Cabinet Making	Millwork & Cabinet Making